WYOMING SENIOR SERVICES BOARD MEETING

January 29. 2010 Holiday Inn - Cheyenne, WY

In Attendance:

WSSB members: Jo Maxfield - Cox, Ky Dixon, Don Neihart. Lee Wittler, Terri Newman, Joyce Corcoran, Connie Owen

Other participants: Dr. Brent Sherard, Tim Ernst, Liz Vigil, Joan Franklin, Carmen Rideout, Jeri Bottenfield, Sue Carey, Janet Dickson, Sharon Benson. Sarah Blakeman

Meeting called to order at 8:30 a.m. by Chairwoman, Jo Maxfield-Cox

Roll call through self introductions

Dr. Brent Sherard, Director and State Health Officer of the Wyoming Department of Health, gave a brief talk on the importance of the Aging Division, Senior Centers, and the WSSB Board.

Approval of minutes from the October 2nd meeting in Casper Moved by Joyce Corcoran and seconded by Lee Wittler - approved unanimously.

Review and approval of year end FY 2009 financial statement and FY 2010 financial statement through December 2009 - Liz Vigil (attached)

Copies of these financial statements, prepared by Liz Vigil, Aging Division Fiscal Manager, and mailed, in advance for WSSB members' study, were reviewed.

After discussion, Joyce Corcoran made a motion to approve the financials as submitted and Connie Owen seconded the motion. The motion passed unanimously.

It was discussed and noted that \$24,117.48 of 2009 original wage supplement grant budget funds (returned from senior projects at FY 2009 year end) will transfer back to the administrative budget and the emergency grant budget. The funding in these budgets was temporarily borrowed from the wage supplement grant budget FY 2010 until its funding was reconciled at 2009's fiscal year end. It was noted that \$16.827.37 will transfer back into the WSSB administrative budget. Jeri Bottenfield questioned whether the remaining \$7,290.11 in the wage supplement budget should transfer back to the funds' original source. After some discussion, it was determined that the remaining \$7,290.11 will transfer back to the emergency grant budget.

Review the proposed budget for FY 2011 (draft attached)
Part of an initial FY 2011 budget was reviewed and tabled until the March 18th meeting in Casper so final budget decisions of the Legislature and Governor Freudenthal can be considered prior to completing the final draft of the budget relating to both the original wage supplement grant and the new wage supplement grant's money.

Senator Curt Meier, member of the Joint Appropriations Committee, gained J.A.C. approval for an additional \$400,000 to be added to the wage supplement funding allocation approved by the 2009 Legislature. The funding will go in as a budget footnote and all legislators will have an opportunity to vote on whether to approve the footnote. If

approved, the \$400,000 is for the biennium (\$200,000 per year). Further, the money will be distributed according to the percentages developed by the Department of Employment's Research Division. These percentages are on the last page of the information packet mailed to all Senior Project Directors and WSSB members in mid-January. The last page is entitled Senior Citizens Center's Market Pay Comparison. Also, the \$100,000 secured from and approved by the 2009 Legislature is for the biennium (\$50,000 per year) and will be distributed according to the same percentages named above.

Ky Dixon made a motion to approve the FY 2011 basic and formula grant budgets as submitted and Joyce Corcoran seconded the motion. Motion carried unanimously.

WSSB definition of "What is a Meal"? discussion

Should the following additions be made to WSSB's definition of "What is a Meal"?

1. Add the word "nutrition" in last year's definition so that it will read: "A WSSB qualified meal meals is one that meets AOA nutrition standards, to include C1 and C2 meals, senior Medicaid Waiver meals, meals paid from other sources as reported to the Aging Division.

2. Add "A qualified IF senior meal is one that is recorded on line IF of the Monthly Meal Summary that meets the AOA nutrition standards but is not funded with Title III C1 C2 grant funds."

Ky Dixon made a motion to approve the additions to the definition of "What is a Meal?" and Connie Owen seconded the motion. The motion passed unanimously.

The definition of "What is a Site"? will remain as approved at the February 2009 WSSB meeting.

Changes in Converse County

Joyce Corcoran made a motion to accept the Glenrock and Douglas senior centers' consolidation into one center, the Senior Center of Converse County, instead of as two individual centers. Ky Dixon seconded the motion and it carried unanimously.

This designation as one center will be used in calculating the formula will be employed in funding both the 2011 formula and or original wage supplement grants. For Basic Grant, however, the Senior Center of Converse County will receive one \$30,000 grant.

Setting dates and deadlines for WSSB funding - Tim Ernst

Public notice - March 30
Grants to providers - March 30
Grants due - April 30
Original and one copy of contract to Aging Division - 4th week in May One week to return contract to Aging Division
Contract executed - July 1

Changes in Silver haired Legislature Policy

Add "if funding is available" to the WSSB Silver-haired Legislature Policy as follows: "

The funding for the delegates to attend the National Silver-Haired Congress will be a total of \$3,000 (\$1500 per elected representative) if funding is available. Anything over the allotted funding will be the responsibility of the delegates.

Additionally the following change was considered: To make the allocated SHL funds available to the appointed senior program director on February 1 of each designated SHL year rather than on July 1.

Joyce Corcoran motions to accept these changes in the SHL policy which was seconded by Ky Dixon and Lee Wittler respectfully. Motions passed unanimously.

Other SHL business

Joyce Corcoran made a motion to accept Gayle Woodsum, of the Eppson Center for Seniors, as SHL coordinator for the 2010 Silver-Haired Legislature. Lee Wittler seconded the motion. Motion passed unanimously.

Transfer of funds

Salt River Center of Afton requested to redirect formula grant funds budgeted for food, television, and furniture to the purchase of new tables and chairs.

The Kemmerer Senior Center requested that it be allowed to redirect part of its basic grant funds to provide additional dollars for kitchen supplies and fringe benefits.

Ky Dixon made a motion to approve the requests and Don Neihart seconded the motion. The motion passed unanimously.

Wyoming Association of State Project Directors - Sarah Blakeman, president Jamie Loveall will serve as the next WASPD president effective October 1, 2011. A grant training and cook's training were held in January and were well attended. The legislative dinner will be held in Cheyenne on March 1. The next scheduled WASPD meeting will be held in Cheyenne on March 2.

Advisory Council - Terri Newman

The next Governor's Conference on Aging will be held in Casper in May of 2011. The next Advisory Council meeting will be held in Rock Springs on March 26. Everyone is encouraged to attend.

Aging Division - Tim Ernst, Community Service Representative of the Aging Division Doreen Sing will be retiring on March 5.

The State Plan is due by July 1.

Miscellaneous Business

All WSSB travel expenses need to be sent to Liz Vigil at the Aging Division.

The Grant Expenditure Report Forms for the second quarter need to be approved.

WSSB members should send their findings to Jo Maxfield-Cox as soon as possible.

Tentatively the next WSSB meeting will be held in Casper on March 18th at 10:00 a.m. We will work on WSSB Rules and Emergency Grant procedures. The meeting will continue on March 19th at 8:30 a.m. for a business meeting.

Contact information for Brent D. Sherard, M.D., M.P.H.
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Adjournment - 1:00 p.m.

Ky Dixon made a motion to adjourn the meeting and Joyce Corcoran seconded the motion. The motion carried unanimously.

Respectfully submitted,

Connie Ower

Connie Owen Secretary, WSSB Jo Maxfield-Cox Chair, WSSB